



REF NO: 21-001

PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT

OPEN TO: All Lesotho citizens and permanent residents with a valid work permit

POSITION: Programming and Training Specialist / Education Program

SALARY: Salary Range: LSL 233,666.00 – LSL 373,883.00 per annum
Benefits include medical aid, 13th month bonus, retirement plan, death and disability insurance, funeral grant, and others.

OPENING DATE: 18 June 2021

CLOSING DATE: 2 July 2021

WORK HOURS: Full-time / 40 hours per week

Salary level will be based on prior job-related experience and salary history.

NOTE: Any applicants who are not Lesotho citizens must already have the required work and/or residency permits to be eligible for consideration.

The United States Peace Corps, a United States government agency leading Volunteer programs in 65 countries around the world, is seeking a **programming and training specialist (PTS)** for its Education Program. The Peace Corps is the largest non-Basotho development volunteer organization in Lesotho. Peace Corps has been operating in Lesotho for over fifty years, in collaboration with Basotho and in support of Lesotho's development goals.

The programming and training specialist (PTS) reports to and is supervised by the program manager (PM) for the Education Project, which is focused on literacy, numeracy, and life skills at the primary school level. S/he is directly responsible for assisting in developing, implementing, and managing all in-country Peace Corps projects in the Education sector. S/he is responsible for assisting the PM with providing supervision, support, and training to an average of 60 Peace Corps Volunteers (PCVs) at all times. The PTS participates in the development and implementation of in-country policies; negotiates projects with middle-to-senior level government officials; and participates in decisions that affect the overall operation of Peace Corps/Lesotho.

The PTS implements approved activities in order to provide continuing programming and training support for staff and Volunteers. During the pre-service training (PST) cycles, the PTS will be full-time lead technical trainer in the Education sector and work under the direct supervision of the training manager (TM) and PM.

This position requires very frequent travel throughout all districts of Lesotho. It will also require some work on weekends for training activities.

This is a Personal Services Contract (PSC) position to be based at the Peace Corps/Lesotho office in Maseru.

Interested applicants should contact Peace Corps/Lesotho Human Resources Offices at <https://www.peacecorps.gov/lesotho/contracts/> to obtain the full statement of work (SOW) and application requirements.

Qualifications Required:

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so will result in a determination that the applicant is not qualified. Preference is that the information be provided in a table format like the one available on the contract website.

Successful candidates will have:

- 1) Education
 - Bachelor's degree in Education
- 2) Language
 - Excellent verbal and written communication skills in both English and Sesotho
- 3) Work Experience
 - At least five years' experience teaching in Lesotho.
 - At least two years' experience in a supervisory capacity, leading a team, or coordinating the work of others
- 4) Skills and Abilities
 - In-depth knowledge of teaching literacy **or** numeracy
 - Proven ability in conducting training needs assessments, designing materials to respond to needs assessments, and delivering training sessions to adult learners
 - Demonstrated proficiency with computers and common applications, including the Microsoft Office suite (Word, Excel, PowerPoint, and Outlook) and online conferencing software (Zoom, Skype, Teams, etc.)
 - Experience in mobilizing, motivating, and working with counterparts and community groups
 - Proven ability to work independently with minimal supervision as well as in a team
 - Ability and willingness to travel for extended periods of time throughout all 10 districts of Lesotho, as well as to take calls and/or work after hours and on weekends

Qualifications Desired:

In addition, preference will be given to those with:

- Experience teaching literacy **and** numeracy at the primary school level
- Experience teaching life skills at the primary school level
- Demonstrated success in working as part of a multi-cultural team
- Experience working with volunteers or in a volunteer organization
- Knowledge of gender and diversity issues in Lesotho and their effect on various aspects of development
- Demonstrated proficiency in designing online or blended learning programs
- Experience in project management and development
- Superior organizational skills and ability to multi-task

For Further Information: The complete statement of work listing all the duties and responsibilities for this position may be obtained by visiting the Peace Corps/Lesotho website (<https://www.peacecorps.gov/lesotho/contracts/>) or by contacting the HR office: Mzwandile Sopeng at LSjobs@peacecorps.gov or +266-6285-6675.

Applicability:

All Basotho citizens and Lesotho permanent residents with a valid work permit.

All applicants under consideration will be required to pass medical and security certifications.

The United States Peace Corps is an Equal Opportunity Employer:

The U. S. Peace Corps in Lesotho provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The U.S. Peace Corps also strives to achieve equal employment opportunity in all personnel operations through continuing enhancement programs.

Procedures for Employment Applicants

Peace Corps Manual Section 611 is applicable to this position. This section prohibits the employment of certain persons previously engaged in intelligence activities or connected with intelligence agencies. If you have ever worked for an intelligence agency, you are not eligible for employment at the Peace Corps in any capacity, and you should not apply for employment.

Where to Apply:

Please submit the following documents to support your application.

- A well-written cover letter describing your interest in the position
- A curriculum vitae or resume
- The completed table outlining how you meet the required and desired qualifications.

E-mail Address: LSJobs@peacecorps.gov

Subject Line: 21-001_Programming and Training Specialist – Education_LastName, First Name

Note: Paper applications **will not** be considered. Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.